

**DO NOT USE COVER SHEET**

Course: Financial Fundamentals for Administrative Professionals  
 Dates:  
 Location:

**Name** \_\_\_\_\_ **Staying On-Site:** ☐  
**Duty Station:** \_\_\_\_\_ **Commuting:** ☐  
**Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**E-Mail:** \_\_\_\_\_

1. What is your job title?
2. What finance responsibilities do you have in your current job?
3. What training have you had regarding finance?
4. How long have you been working with FFS?
5. What do you hope to learn in this course?
6. List any specific questions you would like answered during this course?